



# Example of Programs Coordinator Job Description

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Our company is growing rapidly and is hiring for a programs coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for programs coordinator

- Creates, organizes, updates and delivers training resources for faculty-led overseas programs
- Recruits study abroad participants through development of study abroad/informational fairs, working closely with orientation personnel and providing viable study abroad materials for prospective students and parents
- Promotes programs by creating and presenting program details for study abroad for high school audiences
- Creates, plans and coordinates effective pre-departure orientations and post-travel events and program to maximize student experiences
- Aligns programs with the university Quality Enhancement programs goals and objectives
- Designs, composes and updates program flyers, brochures and other print materials to create effective marketing tools and program materials
- Manages supply of literature, brochures and contact lists
- Works closely with academic advisors for opportunities to advise prospective study abroad students about programs offered and available
- Creates, monitors and maintains website and social media profile program branding and communications
- Contributes to the development of viable prestigious scholarship programs (Boren, Gilman, Luce, Starr, ) and works closely with faculty to recruit student candidates

## Qualifications for programs coordinator

- Experience creating metrics for measuring ROI and reporting to senior management
- Knowledge of financial markets and practices
- The successful candidate will be a [X]-year engineering student, with proof of previous internship experience in the industry and in data analysis
- Bachelor's Degree required, Master's Degree preferred or equivalent work experience in human service, gerontology, social work or a related field
- Three years in supportive counseling, care coordination, community outreach and education, working with people with Alzheimer's and their family care partners preferred or related field